



DEFENSE FINANCE AND ACCOUNTING SERVICE

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DFAS-HQ/S

JUN 27 2000

MEMORANDUM FOR DIRECTORS, DEFENSE FINANCE AND ACCOUNTING
SERVICE HEADQUARTERS
DIRECTORS, SYSTEMS ENGINEERING ORGANIZATION
DIRECTOR, INFRASTRUCTURE SERVICES
ORGANIZATION

SUBJECT: System Development Life Cycle Documentation
Standards

The Defense Finance and Accounting Service (DFAS) is defining a new System Life Cycle policy in accordance with the DoD 5000.2-R acquisition regulation and the IEEE/EIA 12207 system development standard. This new policy will be implemented through a revision to the System Development Scenario (SDS) addressing the entire system life cycle. The revision of the SDS includes tailoring of life cycle documentation for DFAS use. Tailoring has eliminated sections of documents not well suited to business systems and has adapted the documents to the DFAS organization roles and responsibilities and to the DCII strategy.

Our methodology consists of three major segments: a systems life cycle diagram that integrates phases, activities, required documents, reviews, and baselines; a set of task descriptions that describes how each activity should be accomplished; and a set of standards defining each required document. All programs should begin to use these interim documentation standards immediately on all new and revised documents. Existing documents and documents in coordination as of today will not have to be rewritten. Programs requesting milestone decisions after September 1, 2000 shall submit documentation according to these standards. Additional standards and modifications to existing standards will be made in accordance with periodic and coordinated standards releases. Our methodology is published in the DFAS Process Asset Library (PAL) on the DFAS Infoweb. You can access it by selecting "Information & Technology," "Process Asset Library," "DFAS/DCII Documentation Standards," then "Life Cycle/SDS Documentation Standards" (URL: <https://infoweb.dfas.mil/technology/pal/ssps/ssp/stds/doc-stds.htm>). Sample documents will also be made available in the PAL.

Comments on documentation standards are welcomed and can be forwarded to any of the persons identified below. The experience with standard document formats will be monitored closely and comments will be considered before the documentation standards are formally coordinated for final approval.

Assistance in preparing documents may be obtained from Kurt Fischer (703-607-3954) and Mark Bishop (703-607-1161) at DFAS Headquarters, or from Anita Randall (317-510-5671) and Ken Allen (317-510-5645) at the Infrastructure Services Organization in Indianapolis.

A handwritten signature in cursive script, reading "C. Vance Kauzlarich".

C. Vance Kauzlarich
Director for Information and Technology

cc:
DFAS Project Officers
DFAS System Managers
DFAS Technical Project Officers